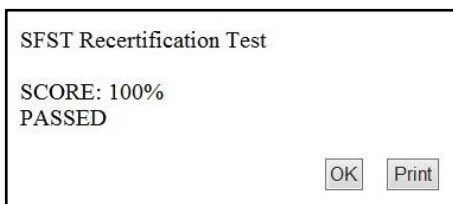




Revised 6/6/2014

## **HOW TO RENEW DUI/SFST RECERTIFICATION IN ACADIS:**

- Go to the ACADIS Online Portal on the Academy's website and log in using your email address and password.
- Once logged in, you will be able to view the assigned SFST Recertification course.
- Be sure you watch the course in its entirety. The test will begin immediately after the last segment of video. Upon completion of the test a window will appear that will display the test score. Once you have completed your course, completely close out all windows to exit ACADIS.



- Log back into the ACADIS Online Portal. Under the Certifications header, locate DUI Detection/SFST Certification. On the far right hand side of screen click "Renew" to begin the renewal submission process.

Certifications					
Name	Type	Issue Date	Expiration	Status	
DMT Operator	Certification	11/07/2012	11/07/2014	Active	<a href="#">Print</a>
DUI Detection/SFST Certification	Certification	04/12/2012	12/31/2014	Active	<a href="#">Print</a>   <a href="#">Renew</a>

- The Renewal Application screen will open in your window. Ensure all applicant information is correct. If not, select Update Information. If all the information is correct, click "Continue".

### Renewal Application for DUI Detection/SFST Certification

Verify the following personal information. Click "Update Information" to enter missing, incorrect, or additional information.

1 Personal Information

2 Guidelines

3 Requirements

4 Affirmation

Applicant

Academy ID	5445-2109
Applicant	Studio, Test 3
Mailing Address	None specified
Primary Phone	None specified
Email	cjastudio3@gmail.com
Driver's License No. or State Identification Card No.	None specified
Issuing State	None specified
Date of Birth	None specified

[Cancel](#) [Finish Later](#) [Update Information](#) [Continue](#)

- The next screen will explain the guidelines for the DUI/SFST Recertification process. Read and follow all guidelines then click "Continue".

### Renewal Application for DUI Detection/SFST Certification

Please review the following guidelines.

1 Personal Information

2 Guidelines

3 Requirements

4 Affirmation

Renewal Guidelines

\*\*\*NOTICE\*\*\* You must complete and pass the online DUI/SFST Recertification course and complete a proficiency with a South Carolina Criminal Justice Academy certified DUI/SFST Instructor before you are able to proceed with your renewal submission. If you have already met these requirements, please read and follow the instructions carefully to ensure that you provide all the necessary documentation to allow the South Carolina Criminal Justice Academy's Traffic Safety Unit to update your training records.

[Cancel](#) [Finish Later](#) [Back](#) [Continue](#)

-The next screen will list the requirements for the DUI/SFST Recertification process. Click on “Update” for the training requirement.

**Renewal Application for DUI Detection/SFST Certification**

Please acknowledge the fulfillment of the following requirements. To acknowledge or document the fulfillment of a requirement, click the corresponding "Update" link.

**Renewal Requirements**

Category	Requirement	Fulfilled Date	Status	
Training	Online DUI/SFST Recertification		Unfulfilled	<a href="#">Update</a>
Document	Completed Proficiency Form		Unfulfilled	<a href="#">Update</a>

Cancel Finish Later Back **Continue**

-The Update Training screen will pop up in a small window. Scroll to the Current Period section and check the box of the completed DUI/SFST – Recert training. Click “Save as Fulfilled”.

**Update Training Requirement**

**Required:** Online DUI/SFST Recertification [Instructions](#)

Select one or more events below to fulfill the requirement. Additional options are listed below.

**Apply from Training History**

☐ Upcoming, Ongoing, & Unconfirmed Training for Period: 5h 0m

☒ **Current Period to Date (01/01/2014 - 04/28/2014)** Training for Period: 2h 0m

Training	Start	End	Grade	Hours	Training Category	Student Status
<input checked="" type="checkbox"/> DUI/SFST - Recert - SFST Recertification	04/28/2014	04/28/2014	100.00%	2h 0m		Completed - Passed

☐ Previous Period (01/01/2013 - 12/31/2013) Training for Period: 0h 0m

☐ Other Periods (through 12/31/2012) Training for Period: 40h 0m

A grade of ## indicates that the weights for this class are not valid and grades cannot be calculated.

☐ Manually recorded (comment required)

☐ Waive some or all of this requirement (comment required)

**Attached Document** No documents attached (Attach a document)

Cancel Save as Unfulfilled **Save as Fulfilled**

-This will take you back to the requirements page. The status of the training requirement should now say “Fulfilled”. Now, click on “Update” for the document requirement.

**Renewal Application for DUI Detection/SFST Certification**

Please acknowledge the fulfillment of the following requirements. To acknowledge or document the fulfillment of a requirement, click the corresponding "Update" link.

**Renewal Requirements**

Category	Requirement	Fulfilled Date	Status	
Training	Online DUI/SFST Recertification	04/28/2014 by Studio, Test 3	Fulfilled	<a href="#">Update</a>
Document	Completed Proficiency Form		Unfulfilled	<a href="#">Update</a>

Cancel Finish Later Back **Continue**

-The Update Document screen will pop up in a small window. Check the “Wave some or all of this requirement” box. In the “comments” box, you **MUST** include the SFST Instructor’s name and date the proficiency was submitted online. Next, click “Save as Fulfilled”.

Update Document Requirement

Required: Completed Proficiency Form [Instructions](#)

Attach or upload documents as necessary to fulfill the requirement. Additional options are listed below.

☐ Manually recorded (comment required)

☒ Waive some or all of this requirement (comment required)

Attached Document No documents attached (Attach a document)

\* Comments Submitted on 4/29/2014 by Hal Volin

Characters: 36 of 1500 allowed.

Cancel Save as Unfulfilled Save as Fulfilled

-The requirements page should now show that both renewal requirements (training and document) have been Fulfilled. Click “Continue”.

Renewal Application for DUI Detection/SFST Certification

Please acknowledge the fulfillment of the following requirements. To acknowledge or document the fulfillment of a requirement, click the corresponding "Update" link.

Renewal Requirements

Category	Requirement	Fulfilled Date	Status	
Training	Online DUI/SFST Recertification	04/28/2014 by Studio, Test 3	Fulfilled	Update
Document	Completed Proficiency Form	04/28/2014 by Studio, Test 3	Fulfilled	Update

Cancel Finish Later Back Continue

-The next screen will be the affirmation. Read through the Renewal Affirmation text and the Criminal Offense Declaration and select the appropriate responses. Click “Submit” to finalize the renewal process.

Renewal Application for DUI Detection/SFST Certification

Please answer the following questions to submit the Application.

\* Renewal Affirmation

I certify and make an official statement, the officer identified by the corresponding Academy ID number, holds a valid DUI/SFST Practitioner certification and has completed the required training and coursework as reported herein and evidence of such completion is maintained in the official records of the employing agency and is subject to verification by the South Carolina Criminal Justice Academy or its designated representative. I certify that there are no willful misrepresentations or falsifications in any of the provided documentation. I understand that any falsification may disqualify me from receiving training and/or certifications.

☒ I meet all of the requirements for this certification and attest that the above statement is true.

☐ I do not meet all the requirements for this certification.

Please supply additional information for consideration for this renewal.

\* Criminal Offense Declaration

☒ Since my last issue or renewal of this certification, I have not been charged or convicted of a criminal offense other than a minor traffic violation.

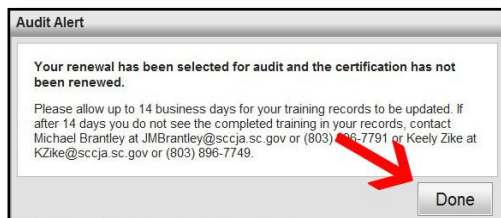
☐ Since my last issue or renewal of this certification, I have been charged or convicted of a criminal offense other than a minor traffic violation.

Please supply additional information for consideration for this renewal.

Once submitted, this application cannot be edited. Click Submit to finalize the renewal process.

Cancel Finish Later Back Submit

-A small Audit Alert window should pop up that will provide follow-up instructions.



-Log back into the ACADIS Online Portal. Under the Certifications header, locate DUI Detection/SFST Certification. On the far right hand side of screen the option to Renew should now be gone and the original expiration date will still appear.

Certifications					
Name	Type	Issue Date	Expiration	Status	
DMT Operator	Certification	11/07/2012	11/07/2014	Active	<a href="#">Print</a>
DUI Detection/SFST Certification	Certification	04/12/2012	12/31/2014	Active	<a href="#">Print</a>

-Once a South Carolina Criminal Justice Academy Traffic Safety Unit member has audited the renewal application, the officer can log back into the ACADIS Online Portal to view the updated training record. Under the Certifications header, locate DUI Detection/SFST Certification and next to that the new expiration date should be listed. If you would like a copy of the certificate, click Print.

Certifications					
Name	Type	Issue Date	Expiration	Status	
DMT Operator	Certification	11/07/2012	11/07/2014	Active	<a href="#">Print</a>
DUI Detection/SFST Certification	Certification	04/12/2012	12/31/2016	Active	<a href="#">Print</a>